



# Iowa Department of Human Services

Terry E. Branstad  
Governor

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Director

December 5, 2013

Michelle Acklin & Amanda Stitz  
407 E. 1<sup>st</sup> St.  
Carroll, Iowa 51401

Dear Child Care Provider,

This letter is in regards to the 11/26/13 compliance check of your Level C, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 237A.3A(3d): Location is a single-family residence that is owned, rented, or leased by the person/program who is registered. May be an apartment, condo, townhouse, or other individual unit within a multiple unit residential dwelling. May NOT be a commercial or industrial building that is primarily used for purposes other than a residence.
- ☐ 110.4 No more children are in care than the rules for the specific category will allow. *[14 children were present, 5 of which were under 24 months.]*
- ☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. *[Upon arrival at the home, only one provider was present with 14 children]*
- ☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.
- ☐ 110.5(2) A provider file is maintained and contains:
  - ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *[missing for co-provider]*
  - ☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:
    - ☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.
    - ☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

- ☐ 110.5(2)d An individual file is maintained for each substitute and contains:
- ☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.
- ☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643
- ☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.
- ☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.
- ☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.
- ☐ 110.5(8) Children's Files
- ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:
- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.
- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.
- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.
- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.
- ☐ 110.5(9) The provider meets the following requirements:
- ☐ 110.5(9)d If absence is planned, care is provided by a DHS-approved substitute.
- ☐ 110.5(10) Substitutes
- ☐ 110.5(10)a All standards regarding supervision and care of children apply to substitutes.
- ☐ 110.5(10)b Except in emergency situations, the provider must inform parents in advance of the planned use of a substitute.
- ☐ 110.5(10)c The substitute must be 18 years of age or older.
- ☐ 110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

☐ 110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME  
CATEGORY "C"

☐ 110.10(1) a Not more than 12 preschool children present at any one time, including infants.

☐ 110.10(1)b Of these 12 children, not more than four children under the age of 24 months are present at any one time.

☐ 110.10(1)e If more than 8 children are present at any one time due to an emergency school closing exception, the provider shall be assisted by a DHS-approved assistant who is at least 18 years of age.

☐ 110.10(1)f Both providers are present whenever 4 children under the age of 18 months are in care, and whenever more than 8 children are present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 30 days.**

X ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

**Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules. Please sign and date below, and return this form in the provided envelope by: 1/7/14**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 712-792-4391 ext. 222 if you have any questions regarding this letter.

Sincerely,

Jeana Kanne  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).